



Check out the schedule of Instructor led “Union-versal” Course offerings for members of:

- NAGE (Units 1,3,6)
- AFSCME Council 93 and Local 888 (Unit 2)
- MNA (Unit 7)

Detailed course descriptions and to enroll for an Instructor led course are available via PACE.

- Login to [PACE](#)
- Select “Course Catalog” from the left navigation
- Select “Course Catalog” from the middle of the screen
- Search by keywords – **Union-versal, NAGETCL21, UNIT2TCL21, MNATCL21**
- Select the course name to enroll
- Note: Webinar login instructions will be sent prior to the training.

YOU CAN ATTEND ANY OF THE DATES LISTED FOR EACH COURSE!

If the course date you have selected is full, please review if an open spot is available on an alternative date.

We will do our best to ensure you are not waitlisted for a course!

Please note: Project Management and Unconscious Bias courses require that you attend all dates listed per cohort.

Social/Emotional Agility: Building Emotional Intelligence for Supervisors

- 03/23/21
- 04/01/21
- 05/04/21
- 05/26/21

Delegation, Expectation Setting Communication and Management of Staff

- 03/30/21
- 04/08/21
- 05/11/21
- 06/02/21

Difficult Conversations and Performance Management

- 03/31/21
- 04/16/21
- 05/18/21
- 06/09/21

Change Management in a Public Environment

- 04/02/21
- 04/27/21
- 05/25/21
- 06/15/21

Decision Making and Leadership Style

- 04/05/21
- 05/05/21
- 05/25/21
- 06/15/21

Motivation and Positive Management

- 04/07/21
- 05/13/21
- 06/08/21
- 06/30/21

Resiliency and Self-Care

- 03/25/21
- 05/21/21
- 05/27/21
- 06/17/21

Work/Life Balance

- 03/26/21
- 04/09/21
- 06/18/21
- 06/24/21

Interview Skills

- 03/23/21
- 04/12/21
- 05/06/21
- 06/17/21

Business Writing

- 03/24/21
- 04/15/21

- 05/19/21
- 06/11/21

Email Etiquette and maintaining communication.

- 03/25/21
- 04/23/21
- 05/04/21
- 06/07/21

Resume Writing

- 03/30/21
- 04/28/21
- 05/12/21
- 06/15/21

Consumer & Communication Styles

- 03/29/21
- 04/28/21
- 05/19/21
- 06/24/21

Diffusing Difficult Interactions

- 04/01/21
- 04/29/21
- 05/20/21
- 06/25/21

Video Presence and Style

- 03/25/21
- 04/21/21
- 05/26/21
- 06/16/21

Communication Impressions and Best Practices

- 03/30/21
- 04/26/21
- 05/17/21
- 06/21/21

Presenting in a Virtual Environment

- 03/22/21
- 04/22/21
- 05/24/21
- 06/14/21

Control Your Visual and Audio

- 03/26/21
- 04/23/21
- 05/28/21
- 06/18/21

Difficult vs Productive Conversations

- 03/31/21
- 04/15/21
- May Dates to be confirmed. Please check PACE.
- June Dates to be confirmed. Please check PACE.

Verbal De-escalation: Responding Safely and Effectively

- 04/01/21
- 04/14/21
- 05/18/21
- 06/23/21

Building and maintaining team communication in the workplace

- 03/31/21
- 04/16/21
- 05/20/21
- 06/01/21

Online Safety & Social Media Etiquette

- 04/07/21
- 04/20/21
- 05/10/21
- 06/16/21

Refresher and Getting Started with Excel: Building a Spreadsheet

- 04/28/2021
- 05/03/2021
- 05/14/2021
- 06/03/2021

Refresher and Getting Started with Word: Creating Documents Fast and Effectively

- 03/23/2021
- 04/12/2021
- 05/21/2021
- 06/09/2021

Refresher and Getting Started with PowerPoint: Building Your First Presentation

- 04/28/2021
- 05/03/2021
- 05/14/2021
- 06/03/2021

Refresher of Effective Virtual Meetings using MS Teams.

- 03/23/2021
- 04/12/2021
- 05/21/2021
- 06/09/2021

Refresher of Excel Pivot Tables Beyond the Basics

- 04/28/2021
- 05/03/2021
- 05/14/2021
- 06/03/2021

Refresher and Getting Started with Office 365

- 03/23/2021
- 04/12/2021
- 05/21/2021
- 06/09/2021

Refresher and Getting Started PowerPoint Office 365: Enhancing slides with Charts and Tables

- 04/28/2021
- 05/03/2021
- 05/14/2021
- 06/03/2021

Word 365: New Features

- 03/23/2021
- 04/12/2021
- 05/21/2021
- 06/09/2021

Cultural Humility Training

- 03/24/21
- 04/14/21
- 05/11/21
- 06/08/21

Managing Yourself in Difficult Times

- 03/29/21
- 03/23/21
- 04/07/21
- 04/21/21

Project Management - Cohort 1 – You must attend all four dates as listed to receive credit.

- 03/22/21, 03/26/21, 03/29/21 and 04/02/21

Project Management - Cohort 2 – You must attend all four dates as listed to receive credit.

- 04/26/21, 04/29/21, 05/03/21 and 05/06/21

Unconscious Bias - Cohort 1 – You must attend all three dates as listed to receive credit.

- 03/22/21
- 03/29/21
- 04/05/21

Unconscious Bias - Cohort 2 – You must attend all three dates as listed to receive credit.

- 03/30/21
- 04/06/21
- 04/13/21

Unconscious Bias - Cohort 3 – You must attend all three dates as listed to receive credit.

- 04/30/21
- 05/07/21
- 05/14/21

Unconscious Bias - Cohort 4 – You must attend all three dates as listed to receive credit.

- 06/10/21
- 06/17/21
- 06/24/21